



Cabinet for Health and Family Services Division of Kentucky Electronic Health Information

Policies – Information Technology

Category: 16.1 000.000

**Category Title: DIVISION OF KENTUCKY ELECTRONIC HEALTH INFORMATION
OBLIGATIONS**

000.000 Policy Title: The Division of Kentucky Electronic Health Information, KHIE Employee and Contractor Access to KHIE Test and Production Environments

Policy: Access to the KHIE test and production environments is limited to Division of Kentucky Electronic Health Information and KHIE employees and contractors that are authorized to access these environments by the KHIE Project Manager. Any Division of Kentucky Electronic Health Information or KHIE employee or contractor with access to the test or production environments must be granted administrative rights to KHIE.

Administrative rights to KHIE will only be granted by the KHIE Project Manager.

Individuals with administrative rights shall be prohibited from sharing their user names and/or passwords with others and from using the user names and/or passwords of others. The use of another's credentials to access KHIE in any capacity is prohibited. All administrators are responsible for all activities related to their unique credentials.

The Division of Kentucky Electronic Health Information shall immediately suspend, limit or revoke administrative authority to KHIE upon a change in job responsibilities or employment status of an individual with administrative rights. Revocation shall occur prior to, contemporaneously with, or immediately following such a change so as to prohibit continued administrative authority for individuals who no longer need access as an administrator on behalf of the Division of Kentucky Electronic Health Information.

Scope: This policy applies to all Division of Kentucky Electronic Health Information and KHIE employees and contractors, including all persons providing contractor services.

Policy/Procedure Maintenance Responsibility: The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Bi-Annual

Timeline:

Revision Date:

Review Date: 01-15-2015

Effective Date: 06-15-2011